



## **JOINT FORCE HEADQUARTERS WISCONSIN**

WISCONSIN NATIONAL GUARD  
HUMAN RESOURCES OFFICE/J1  
PO BOX 8111  
MADISON, WI 53708-8111

### **JOB OPPORTUNITY Number 09-473B**

#### **WISCONSIN ARMY NATIONAL GUARD**

**\*APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE\***

<b>OPENING DATE:</b> 17 August 2009	<b>CLOSING DATE:</b> 24 August 2009
<b>POSITION:</b> Accounting Technician, Position Description Control Number 70265000, GS-0525-7	<b>LOCATION:</b> USPFO, Camp Williams, WI
<b>SALARY RANGE:</b> GS-7, \$38,117 to \$49,553 annually	<b>TYPE OF APPOINTMENT:</b> Competitive – Permanent Non-Dual Status (NDS)

Also on our web site at: <http://dma.wi.gov/tech.asp>

Relocation expenses are not authorized.

Projected to fill on or about 1 October 2009.

**Also advertised as an Excepted Dual Status position as Job Number 09-473A.**

#### **\*\*\* ELIGIBILITY/NOTES \*\*\***

This position is open to an on-board Competitive Non-dual Status (NDS) technician currently employed with the Wisconsin Army National Guard within the comptroller section at USPFO for Wisconsin at Camp Douglas, WI. Veteran's preference does not apply to positions in this agency.

- The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.
- **SELECTED INDIVIDUAL MUST PASS A PREPLACEMENT PHYSICAL PRIOR TO APPOINTMENT.**

**EQUAL EMPLOYMENT OPPORTUNITY:** All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

#### **\*\*\* REQUIRED QUALIFICATIONS \*\*\***

**Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that support the KSA. \*Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. General Experience: Clerical experience which demonstrates arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data. Specialized Experience: GS-9: Must have Twelve (12) months of specialized experience which has demonstrated the following knowledge, skills, abilities (KSAs):**

- a. Knowledge of accounting methods, forms and techniques.
- b. Skill in arithmetic computation, applying formulas or conversion tables.
- c. Knowledge of general ledger and subsidiary accounts.
- d. Ability to interpret and apply a variety of accounting regulations and guidelines.
- e. Knowledge of procedures to enter, modify, retrieve and delete information in an automated system.
- f. Ability to analyze the interrelationships of accounts affected by varied transactions.
- g. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.

**Substitution of Education for Specialized Experience:** Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

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## JOB OPPORTUNITY NUMBER 09-473B

**Evaluation Method:** All applicants will be initially screened against the general qualifications and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

**Brief Description of Duties and Responsibilities:** This position is located in the Comptroller Division of the US Property and Fiscal Office (USPFO). The purpose of the position is to perform a variety of duties in connection with the maintenance of accounts in an automated environment using a general ledger chart of accounts. The incumbent provides accounting service to the Comptroller/Financial Manager (FM), program managers, state agencies, purchasing and contracting, transportation, senior management officials, vendors, Defense Finance and Accounting Service (DFAS), and other federal agencies. The incumbent works complex issues resolving conflicts with limited guidance from supervisor. Receives purchase orders, contracts, pay and travel orders, Government Bills of Lading, Government Transportation Requests and similar documents for obligation against appropriated funds. Reviews documents to ensure they support transactions and are in accordance with DFAS regulations are charged to the applicable appropriation, and funds are available for the obligation. Reconciles subsidiary accounts with general ledger control accounts for receivables, payables, work-in-process, and property accounts.

### \*\*\* HOW TO APPLY \*\*\*

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

**(Incomplete applications will not be accepted)**

- Announcement number and title of the position for which you are applying.
  - Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
  - Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
  - A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
  - **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
  - For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
  - High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). To ensure credit for education you must include a copy of your transcript(s).
  - Applicants should include a Standard Form 181.
  - Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- \* Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date, you may fax or e-mail [ngwidhrfedstaffing@ng.army.mil](mailto:ngwidhrfedstaffing@ng.army.mil) an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HRO no later than 4:00 p.m. on the closing date. If you fax or e-mail your application, the original must be postmarked by the closing date and received no later than seven calendar days following that closing date. Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

**Federal Civil Service Benefits Available:** Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}

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